LBK

28 May 1964

MEMORANDUM FOR: Mr. Kirkpatrick

SUBJECT   : Conversion of Public Affairs Press Clipping Files

1.   Regarding the centralized press clipping project, I hope to have a completed staff study and implementing memorandum ready for your approval by 9 June.

2.   In the meantime, I have identified an area in which immediate action appears warranted.   You may recall that [   ] was detailed from OCR Library to assist Mr. Chretien in reorganizing the press files.

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3.   [   ] has set up a completely new filing and indexing system effective 1 May with input commencing with material as of 1 January 1964.   This system is capable of producing the information you have asked for in regard to the centralized personality index (and much more). However, without additional personnel or outside help for Chretien's staff, it will take about seven months to catch up on the five-month back- log (January through May of 1964).   Since it appears likely that Chretien's staff will end up with the centralized system (which will result in a con- siderable increase in input), I strongly recommend you approve immediate help to complete the integration of his present files before new ~~obbbo~~. input is added.
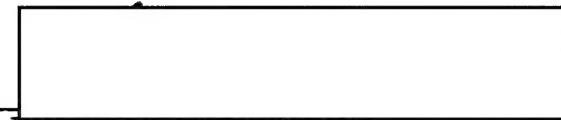
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4.   [   ] estimates it will take between 250 and 300 man hours to clear up the present backlog.   The most likely solution is to obtain part-time help from <u>experienced</u> indexers in OCR on an overtime basis, which would enable us to clear up the backlog within one month. I therefore recommend you authorize the use of overtime not to exceed 300 hours to get this job accomplished before new requirements are levied on Public Affairs Staff.

OK
LMK

5.   I have discussed this proposal with Messrs. [   ]
25X1   and [   ] and they agree that this is an important first step in meeting your desires on the centralized press clipping records.

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6. Funds are available within current ODCI FY-64 allotments to cover these expenses.

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Approved_____   28 May 1964
            Lyman B. Kirkpatrick   _____
                                                      Date

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